

KIRKWOOD PUBLIC LIBRARY BOARD OF TRUSTEES MINUTES

November 15, 2023

Kirkwood Public Library Meeting Room, 140 E. Jefferson Ave.

Board Attendance: Harms, McKee, Pitt Kaplan, Price, Reyes-Jones, Smith, Wolshock

Board Absent: Clark, McLaughlin

Staff Attendance: Christa Van Herreweghe, Lisa Henry, Mel Lambert

Guests: None

Call to Order

The meeting was called to order by Smith at 5:00 p.m.

Business from the audience –

Public Comments: None

Minutes: Wolshock made a motion to approve the minutes of October 18th, Harms seconded, and the vote to approve was passed by the trustees in attendance, with McKee abstaining.

Staff Presentation: Manager of Reference and Adult Services Mel Lambert requested \$1,830 from the staff endowment grant for moving Kirkwood photos and information to a wider audience through the State Library Digital Heritage Website. A current staff member is in library school and interested in archiving so they would be able to work an extra 4-5 hours per week on this project. The project would also include an alternative method for hosting yearbooks, and Nico would also look for grants for future digitizing alternatives. Pitt Kaplan made a motion to grant the endowment request, Wolshock seconded and the vote to approve the request was unanimous by the trustees in attendance.

Librarian's Report – Van Herreweghe reported:

- **National:** A Florida librarian was reported to police for having a specific teen book in the collection. No arrest was made.
- **MLC –** Christa will be on the committee to come up with a new logo for the MLC, and work continues on prepping for Missouri Evergreen.
- **KPL:** Christa, Mel and Jigisha met with Liz Crabtree from KPAC to discuss partnering on programs. Staff in-service day had a “photo flood” – pictures of the library taken by staff – and Harms and Wolshock will be judging the photos. Price gave a presentation to staff about the League of Women Voters and she and Wolshock discussed being a trustee. The library has received 51 free cookbooks, a new tech grant was received, there were no incidents this month, and Christa and Mel attended a network happy hour at Enterprise Bank. Christa attended a program about partnering with bookstores through SLRN. Christa got to meet Owen, the Librarian for a Day, who was a big hit with staff.

Trustees' Reports – None.

President's Report –None.

Committee Reports –

Finance: McKee reported the board will approve the audit tonight, as well as budget amendments which add \$9,000 in interest revenue and increase the expense budget by the same amount for adult books and the audit, and increase the HVAC budget to \$600,000 in the fiscal year 2024. Henry reported in October the Library received \$10,503 in state aid, almost \$5,000 in grants and the shop made just over \$3,000.

Building and Grounds: Reyes-Jones reported preparations are underway for the big HVAC replacement. It is now planned to start the second week of January so tonight the board will approve the changes to the capital plan and the reserves budget, which adds the full amount and puts it in this fiscal year. The city did not approve the outside plan and requested changes made to the lighting plan, so that is being updated. On the fun side the library is getting decorated inside and out in time for the city's Holiday Walk and the Library's Winter Reading Kickoff this weekend. Wolshock made a motion to approve the committee minutes, Smith seconded and the vote to approve was unanimous by the committee.

Personnel: None.

Development: Smith reported the endowment fund is currently close to 1.5 million and appeal donations continue to come in, currently \$35,771 has been raised.

Board Operations: No report.

Unfinished Business –

Approve FY 23 Audit: McKee made a motion to approve the audit as submitted, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Holiday/Closed Schedule for 2024: Van Herreweghe reviewed the schedule, which includes the same 11 paid holidays for staff as last year. Reyes-Jones made a motion to approve the schedule, Wolshock seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Appendix B Revision: Van Herreweghe reviewed the change, which would remove the large format printing cost rubric completely. Price made a motion to approve the revision, McKee seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Tuition Reimbursement Policy Update: Van Herreweghe reviewed the policy update, which would increase the possible tuition reimbursement to \$4,000 a year and states if the employee leaves within a year they must pay the full reimbursement back. Price made a

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motion to approve the update, Harms seconded and the vote to approve was unanimous by the trustees in attendance.

Approve Employee Leave Policy Update: Van Herreweghe reviewed the updates to the leave policy, which changes part-time staff time off to PTO and allows them to roll it over into the next year. The policy also grants three weeks paid parental leave to both full and part time employees. McKee made a motion to approve the policy update, Harms seconded and the vote to approve was unanimous by the trustees in attendance.

Approve FY 24 Budget Amendments and Reserves Update: Henry reviewed the amendments, which would add \$9,000 in revenue under interest, and adjusts Adult Books (adds \$8600) and the Audit (an extra \$400 for price increase) and the Reserves Plan update, which increases the amount for the HVAC to \$600,000 and adds it to this fiscal year. Wolshock made a motion to approve the amendments and update, Harms seconded and the vote to approve was unanimous by the trustees in attendance.

New Business –

December Meeting – the regular board meeting scheduled for December 20th has been canceled. Smith thanked the trustees for their hard work this year and wished everyone happy holidays.

A motion was made by Price and seconded by McKee to adjourn the regular board meeting at 5:40, which passed by unanimous vote of the remaining Trustees in attendance.

The next regular board meeting will be on Wednesday, January 17th at **5:00** pm.

Respectfully submitted by Lisa Henry, Director of Operations